

**SECRET**DD/10  
FBI Training 3

11 June 1969

## MEMORANDUM FOR THE FILE

SUBJECT: Handling of Briefing of Academic Groups

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Subsequent to the Subject Committee's meeting of 29 April, Mr. [redacted] proposed a further redraft of [redacted] which would leave responsibility for the handling of requests from academic groups to OTR but would charge OTR with the responsibility of "appropriately" coordinating with DD/I in the selection of speakers.

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This rewrite was discussed with OTR and DD/S on 23 May 1969 and on 26 May 1969 the DD/S, OP [redacted], SSS [redacted] and OTR (Cunningham), were all in agreement on the acceptability of [redacted] proposed redraft. The undersigned advised [redacted] of the DD/S concurrence and [redacted] indicated that he would then go forward with a memo from the DD/I to Col. White.

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On this date, a copy of the DD/I memo to Col. White was received and as soon as Col. White's formal concurrence in the DD/I proposal is received, [redacted] staff will take the necessary action to obtain the necessary formal Directorate coordinations prior to publication of the amended [redacted]

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Support Operations Staff/DDS

## NOTE:

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The above noted [redacted] redraft of [redacted] is not a part of the attached file since the only copy received within the DD/S was forwarded to Mr. Coffey and Mr. Bannerman and has not as of this writing been returned. When it is received back by SOS, it will be forwarded to DD/S Registry for inclusion in the file.

## Distribution:

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1 MAY 1969

## MEMORANDUM FOR THE RECORD

SUBJECT : Meeting Concerning Agency Handling of Briefing Requests from Academic Groups

1. The meeting took place on 29 April 1969, chaired by [redacted] attended by [redacted] 25X1  
 [redacted] The purpose was to review a draft report on the subject, containing recommendations for policies and procedures, prepared by [redacted] and circulated in advance to those present. 25X1

2. The substance of [redacted] recommendations was contained in a proposed redraft of [redacted] "Requests for CIA Officials as Guest Speakers," as amended in the later redraft prepared by [redacted] a copy of this [redacted] 25X1 redraft is attached. The current regulation designates central points of administrative control for the various types of requests for speakers, as follows: 25X1

- a. Requests from non-Government groups for CIA speakers go to the Assistant to the Director who reviews them and recommends approval action to the Executive Director-Comptroller. Approved requests go to the Director of Training for action.
- b. Requests from Government agencies outside the Intelligence Community go to the Director of Training, who recommends action to the Executive Director-Comptroller and executes the decision.
- c. Requests from Government agencies within the Intelligence Community go to the Director of Training for action.

3. [redacted] proposed redraft departs from the above in the following major respects: 25X1

- a. It provides that requests from universities or academic groups be sent to and acted upon by the Deputy Director for Intelligence.
- b. Requests from other non-Government groups will be handled by the Assistant to the Director who will recommend approval action to the Executive Director-Comptroller and will execute the decision. This was later changed (in the [redacted] redraft) to indicate that the Director of Training rather than the Assistant to the Director would handle these requests and recommendations. 25X1
- c. It distinguishes between informational briefings and briefings on substantive intelligence questions by providing that (1) requests from Government agencies on

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substantive matters be handled by the DDI; and (2) that requests for substantive briefings from non-Government groups will receive review by the Assistant to the Director, approval decision by the Executive Director - Comptroller and execution of approved requests by the DDI. (2) was later withdrawn, as reflected in the [redacted] draft, since it was generally agreed that "non-Governmental groups" did not in fact receive "substantive" briefings.

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4. General points made by [redacted] in support of his proposal were:

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- a. Agency relationships with academic groups have become increasingly sensitive and important, and therefore briefing requests from such groups should have separate and special handling at the highest practicable organizational level.
- b. Requests from academic groups probably will increase.
- c. Matters which can be discussed with academic groups relate primarily to the Intelligence Directorate and such briefings therefore should be the responsibility of the DDI.
- d. The Executive Director-Comptroller's memo of 12 February 1969 which asked the DDI to study the matter implied that the responsibility should rest with the DDI.

5. [redacted] expressed the views that:

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- a. The objective is to establish a central point of responsibility to insure that appropriate action is taken on requests for Agency speakers.
- b. The Director of Training is in a position to recommend, carry out or coordinate action on all types of requests, and to maintain uniform procedures.
- c. There is no great volume of requests from university groups, nor are they so special as to require separate treatment.
- d. The Agency does not, as a rule, provide briefings on substantive intelligence matters to non-Government groups. Academic groups receive discussions of the Agency and its general mission, the role of intelligence in relation to national security, something of the research, analysis and estimative functions, etc., matters which are generally descriptive of the Agency rather than specialized and which need not be restricted in their handling to a particular area or organizational level.

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e. The Director of Training controls a number of briefing officers and has a wide knowledge of Agency speaker resources.

6. In ensuing discussion, [redacted] stated the view that the DDI should supply speakers for academic groups, using the highest-ranking officers available, with recourse to DDS&T if a scientific or technical question required it. In reply to a question, he added that he usually would not think of turning to the Director of Training for a speaker.

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7. No agreement was reached in the meeting, and [redacted] proposed to consider the matter further, consult with DDI or ADDI, and prepare another statement on the subject.

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[redacted]  
Deputy Director of Personnel  
for  
Recruitment and Placement

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DRAFT (4/15/69)

9. REQUESTS FOR AGENCY OFFICIALS AS GUEST SPEAKERS. The Agency provides guest speakers for presentations at facilities operated by members of the Intelligence Community and at facilities of agencies outside the Community. It also provides speakers for presentations to non-Government groups such as business, professional, and civic organizations and universities. This paragraph outlines procedures for fulfilling requests for Agency speakers. It does not affect requirements of [redacted] concerning outside activities of Agency employees, nor does it alter the provisions of [redacted] concerning the Agency's briefing and debriefing of U.S. Government officials who are assigned overseas or who travel overseas.

a. REQUESTS FROM GOVERNMENT AGENCIES are sent to the Director of Training. If the request is from the Intelligence Community the Director of Training <sup>will</sup> makes the necessary arrangements. If the request is from an agency outside the Intelligence Community, the Director of Training <sup>will</sup> recommends action to the Executive Director-Comptroller, and executes the decision made by the Executive Director. The Director of Training <sup>will</sup> informs the Assistant to the Director of all requests received and actions taken. When a request cites a specific, substantive intelligence question or identifies a speaker by name, the Director of Training will coordinate the response and subsequent action with the Deputy Director who has primary interest in the subject matter cited or supervisory responsibility over the officer named in the request.

*(IN CASES OF HEP  
THAN PREVIOUSLY  
ESTABLISHED  
AND APPROVED  
BRIEFING  
PROGRAMS)*

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[Redacted] TRAINING

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b. REQUESTS FROM NON-GOVERNMENT GROUPS

(1) Requests from Universities or Academic Groups are sent to the Deputy Director for Intelligence.

(a) If the group can attend a briefing at Headquarters or at a location in the Washington area selected or approved by the Agency, and if no compelling reason for refusal can be ascertained, the request will be approved. The Deputy Director for Intelligence will select a speaker and, with the support of the Offices of Logistics, Security, and Training, make the necessary physical arrangements for the briefing.

(b) If the briefing cannot be conducted at Headquarters or in other approved premises, the request will in most cases be refused. If in the judgment of the Deputy Director for Intelligence a request merits consideration for an exception to this rule, he will, in coordination with other interested components of the Agency, present a recommendation for exception to the Executive Director-Comptroller.

(c) The Deputy Director for Intelligence will provide copies of significant correspondence on all requests for briefings of academic groups to the Executive Director-Comptroller, the Assistant to the Director, the Director of Training, and the Director of Security for their information.

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[Redacted]

(2) Requests from Other Non-Government Groups are sent to the Director of Training, who recommends action to the Executive Director-Comptroller.

(a) If the request is approved the Director of Training, in coordination with the Assistant to the Director and the Director of Security, <sup>will</sup> makes arrangements for the presentation and selects a speaker.

(b) If the request is disapproved, the Director of Training <sup>will</sup> notify the requester and the Assistant to the Director.

*Ken*

11 April 1969

**MEMORANDUM FOR:** See Distribution List

**REFERENCE :** 7 April Draft "Report on the Agency's Handling of Briefing Requests from Academic Groups and Recommendations for Policies and Procedures"

**SUBJECT :** Rescheduling of Meeting

At the request of the Office of Training, to provide opportunity for the new Director of OTR to be briefed on the subject, we are rescheduling our coordination session from Monday, 14 April, to Tuesday, 29 April. We will meet in the DD/I Conference Room from 2 until 4 p.m.

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Chief, DD/I Special Research Staff

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D-R-A-F-T

7 April 1969

for Agency <sup>operator</sup>  
MEMORANDUM FOR: Deputy Director for Intelligence  
SUBJECT : Report on the Agency's Handling of Briefing Requests from Academic Groups and Recommendations for Policies and Procedures

1. Requests from academic institutions and groups for Agency <sup>lectures or</sup> briefings are not handled in a consistent manner, and there is no central file to which one may turn with confidence for a complete record of what groups were briefed, when, by whom, and on what. In the absence of a clear statement of Agency policy concerning <sup>such requests from</sup> briefings for academic groups, each request tends to be treated on an ad hoc basis. Historically, the Agency has not engaged extensively in briefing non-governmental groups on its mission. Exceptions to the general practice appear to have been the result of personal contacts in which the arrangements for the affair have been handled directly by the officer concerned, or appear to have been experimental to test the advantages of such briefing.

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2. Non-governmental audiences that have received briefings on the Agency include student, faculty, business, service club, and professional groups. Most such briefings, excepting the highly successful Brookings sessions for business leaders, have been given away from Headquarters. The 100 Universities Program, in abeyance since 1967, and occasional individual appearances by officers in response to specific invitations from service or university groups account for most such briefings. In recent months there has been an increase in the number of presentations given at Headquarters. (See Appendix A for a listing, probably partial, of briefings given since January 1967, compiled from Executive Director-Comptroller, OTR, DD/I, Office of Security, and Office of Personnel sources.)

3. The experience thus far indicates that well-conducted and frank discussions of the Agency, its general mission and its research, analysis, and estimative functions by appropriate Agency officers contribute significantly to improved Agency-academic relations and open new perspectives to university students contemplating their future careers. The evidence of positive gain from briefing university groups is sufficiently clear to justify more extensive and planned experimentation and a policy of receptivity to

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requests for such briefings and the development of a regular procedure for handling the requests.

4. The regulation of closest proximity to the problem is [redacted] of 6 June 1966. (Appendix B). It provides that requests for Agency speakers to non-government groups be forwarded to the Assistant to the Director for review and recommendation and thence to the Executive Director-Comptroller for decision. If the request is approved, the Assistant to the Director chooses a speech from his library of prepared texts and the Director of Training selects the speaker and makes whatever physical arrangements are necessary.

5. Procedures in [redacted] do not provide for the special treatment of university groups that is required by the present academic attitude toward the U.S. government in general and the CIA in particular. The regulation contains no statement of Agency policy with respect to briefing requests from university groups, and it assigns to the Director of Training responsibility for providing speakers. The regulation also commits the speaker to a text previously prepared and coordinated by others; this

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*could in some instances lead to*  
~~requirement, tends to result in~~ an unnatural, even sterile, presentation. The regulation also engages the time and attention of at least three top-ranking officials in a matter which might be handled more routinely under an established policy and procedure.

6. In the fall of 1968, the Director of Training proposed changes in [redacted] designed to provide a more concise statement of procedures and to place more emphasis on providing guest speakers for other members of the Intelligence Community and less on satisfying requests from non-Government groups. Coordination of the proposed changes was not completed. Since then interest has increased in the possible benefits of briefing academic groups. A serious difficulty in developing a policy and procedures to deal with the matter of providing Agency speakers stems from the numerous kinds of situations, audiences, and subject matter to be considered.

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7.

~~8~~X. RECOMMENDATIONS:

(a) That [redacted] be revised to include special provision for the handling of requests from academic groups for briefings on the Agency and its mission.

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→ New 7: Conclusions: (see attached) <sup>4</sup>  
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(b) That the Deputy Director for Intelligence be the point of referral and the action officer for such requests from academic groups.

(c) That certain changes be made in procedures for handling requests for briefings on the Agency from Government agencies outside the Intelligence Community.

(d) That requests for briefings by Agency officers on substantive intelligence questions be treated separately from other requests, and that such requests be handled by the Deputy Director for Intelligence if they originated inside the Government.

9X. These, and other changes, are incorporated in a proposed draft of a new regulation attached as Annex C.

10X. The problem considered in this memorandum was considered by a committee composed of representatives of the DD/I, DD/P, DD/S, DD/S&T, the Office of Training, the Office of Personnel, the Domestic Contact Service, and the Special Assistant to the Director (Annex D). The proposed new draft of [ ] has been coordinated with that committee.

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In implementation of these recommendations there is attached [ ] a proposed draft revision of [ ] 25X1

UNIVERSITY GROUPS RECEIVING AGENCY BRIEFINGS SINCE JANUARY 1968

Colgate University - January 1968 - 16 in group - briefed at Headquarters auditorium - request through OTR.

Moravian College - January 1968 - 19 in group - briefed at Headquarters auditorium - request through Assistant to the Director.

Princeton - 9 May 1968 - Whig-Cliosophic Society - 14 members - briefed by DDI in DDI Conference Room - request came from DCI to DDI.

Cornell - 5 August 1968 - Summer Intern Group - 40 in group - briefed at Longworth Building in DC by [redacted] - request through co-op student contact of [redacted]

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Williams College - only came once - this was in 1968 - 20-25 in group - briefed in Mr. Helms' conference room - request through DCI.

Univ. of Dubuque - 15 January 1969 - group of 7 theologians - Godfrey took them to lunch - request through [redacted]

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Assn. of College Newspaper Editors - 14 February 1969 - 27 in group - briefed at Headquarters by Ex. Director and 4 Deputy Directors - request through Executive Director-Comptroller.

ANNUAL REQUESTS

Law Schools - usually in August - 35-75 in group - under the auspices of the Bar Association. For last three years have been briefed by Larry Huston at Lawyers' Club in DC. Request through General Counsel.

International Fellows - 3 November 1967 - 50 in group - did not come (Columbia University) in 1968. Briefed by Larry Huston in 67. Request through Colonel White.

Maxwell School of Citizenship (Syracuse) - Washington seminar group - about 30 in group. June 1967 briefed at Fairfax Hotel. January 1968 briefed at Headquarters auditorium. Request through OTR.

White House Fellows - have been briefed twice (8 Jan 68 and 9 Dec 68). Dinner in the Director's conference room - Request through DCI.

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## TRAINING



9. REQUESTS FOR CIA OFFICIALS AS GUEST SPEAKERS. CIA is often requested to supply guest speakers for public functions of non-Government organizations and groups, such as business and professional organizations, civic organizations, and universities, as well as to regularly provide guest speakers for schools and colleges operated by the Department of Defense and for other Government training activities. In order to designate a central point of administrative control for the various types of requests for speakers, the following procedures shall be followed:

a. REQUESTS FROM NON-GOVERNMENT GROUPS. Requests for CIA officials to speak before non-Government groups shall be forwarded promptly to the Assistant to the Director who will review them and recommend action to the Executive Director-Comptroller.

- (1) If the request is approved by the Executive Director-Comptroller, the Assistant to the Director will choose the text of the presentation and will refer the request to the Director of Training to select a speaker and arrange for his appearance. Several prepared texts which have previously been coordinated with the Director of Training, the Director of Security, and the Assistant to the Director will be available for use. The text chosen by the Assistant to the Director in each instance will require no further coordination or approval unless there is to be a significant departure from its contents.
- (2) If the request is not approved by the Executive Director-Comptroller, the Assistant to the Director will inform the requester and the Director of Training.

b. REQUESTS FROM GOVERNMENT AGENCIES OUTSIDE THE INTELLIGENCE COMMUNITY. Requests for guest speakers which come from Government sources outside the Intelligence Community shall be forwarded to the Director of Training who will review them and recommend action to the Executive Director-Comptroller. A copy of the recommendation will be forwarded to the Assistant to the Director. If the request is approved by the Executive Director-Comptroller, the Director of Training will take the necessary action; if not approved, he will advise the requester.

c. REQUESTS FROM GOVERNMENT AGENCIES WITHIN THE INTELLIGENCE COMMUNITY. Requests for guest speakers which come from members of the Intelligence Community shall be forwarded to the Director of Training who will take appropriate action and inform the Assistant to the Director of the action taken. No approval is needed with respect to such a request unless it presents a question of policy or the Director of Training recommends to the Executive Director-Comptroller that the request be denied.

This paragraph does not affect the requirements of [redacted] concerning the outside activities of Agency employees.

Revised: 16 June 1966 (297)

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CONCLUSIONS:

a) There is a need to develop an Agency policy for the processing of requests to brief academic - as distinguished from Governmental and other non-Governmental - groups. This policy should:

(1) reflect a positive approach toward approving requests for

such briefings;

(2) clearly define both the subject matter applicable to the briefing

of academic groups and the conditions under which such briefings will be given.

(3) definitively levy responsibility within the Agency for the handling

of these requests to include the necessary intra-Agency coordination,

selection of speakers, and the preparation of responses to the requestors.

b) There is a need for Agency policy to clearly distinguish between those

briefings designed to acquaint an audience with the role of intelligence and the

Agency mission and those briefings concerned with substantive intelligence questions,

as are envisioned in the Agency briefing programs discussed in

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c) There is a need for changes in existing procedures with respect to  
the handling of requests for briefings on the Agency from Government agencies  
outside the Intelligence Community.

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